



2008-2009

Request for Proposals

For

2009 Fundraiser Recipient

Issued by North Shore Junior Woman's Club

**Completed proposals must be date stamped via email or postmarked by
Thursday, July 31st to be considered.**

Timeline:

Late June 2008	Official Release of RFP
July 31, 2008	Deadline for receipt of completed applications
August 21, 2008	Begin application review by Committee
October 14, 2008	Finalists presented to NSJWC Board
October 28, 2008	Vote by NSJWC General Membership
November 15, 2008	Notification of Recipient

The North Shore Junior Woman's Club (NSJWC), part of the General Federation of Women's Clubs, is a club for women 21 years of age or over from Milwaukee's North Shore who wish to provide service to their community and to grow culturally, intellectually, and socially. Club members vary in age, professional background, ethnicity, and interest areas.

The NSJWC has a long tradition of supporting charitable causes in and around Milwaukee through its volunteerism and donations. The Club has held a fundraiser for the past several decades, with the proceeds benefiting a different organization each time. Proceeds from this event have ranged from \$5,000 to \$10,000 in the past and have greatly increased the recipient agency's profile in the North Shore and other communities. The chosen organization will partner with the NSJWC in a number of ways.

The right recipient/participant agency for the 2009 fundraiser will:

- Agree to engage in a partnership that lasts two years, during which NSJWC members will provide volunteers from time to time as well as co-host (with the agency chosen) a fundraising event that will benefit the chosen organization.
- Be a non-profit organization under Section 501 c 3 of the Internal Revenue Service code.
- Be based in or have the majority of operations and impact on the Greater Milwaukee Area.
- Have adopted a statement that its organization does not discriminate on the basis of religious, ethnic, political, gender, or racial background.
- Clearly articulate how the funds will be used to improve the operating or program/project efforts of the organization.
- Provide a follow-up report within six months of the event on how the proceeds benefited the organization and the people it serves.

The purpose for the 2009 fundraising event is, but is not limited to:

- To raise community awareness about the non-profit organization chosen;
- To increase the non-profit's ability to meet its community volunteer needs and be financially self-sufficient and stable;

- To facilitate positive community change through a successful, fun, fundraising event held to benefit the chosen non-profit organization.

Please complete the following questions in six or fewer typed pages (10 point type minimum, double spaced, one-inch margins), plus attachments. Number each page and put the name of your organization near the top or bottom of each page. Please do not include materials not requested at this time. If you have questions while completing this application, please contact us at nsjwc@yahoo.com .

Send one unbound copy with the required attachments via e-mail (preferable) to

nsjwc@yahoo.com

or to:

North Shore Junior Woman's Club

Attention: Proposals

PO Box 170352

Whitefish Bay, WI 53217

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Please answer the following questions in the order in which they are asked.

- 1) What is the name, address and Web site of your organization?
- 2) When was it founded, and by whom?
- 3) What is the mission statement of your organization?
- 4) If your organization were chosen, how would it use the proceeds from the fundraising event?
- 5) What is the total cost of the project or program for which you are requesting funding?

6) How have you or how do you intend to measure the success of the project or program for which you are requesting funding? If it is an ongoing program, how have you measured success in the past, and what have been the results?

7) In what ways would the North Shore Juniors members be able to help meet the organization's community service/volunteer needs? As a club we frequently hold item collections/drives and do hands-on projects – what types of things can we do within your organization? Please list and explain.

8) Who does your organization serve (age groups, geographic area, economic levels, ethnic and language groups, other special populations)? How many people do you serve each year in the populations you have outlined? Please explain.

9) Should your organization be selected, how would you like to partner with the North Shore Junior Woman's Club to ensure that the event is successful? Please explain. (Example: ensure full participation from board members.)

10) Please tell us about your major activities, accomplishments or successes for the past two years.

11) Please list your main sources of revenue for this budget year and your anticipated sources for the coming year. (This is in addition to your organization and program/project budget.)

12) Does your organization hold an annual fundraising event? If so, when is it and what does the event consist of? Who have been the major sponsors of this event, if applicable?

13) Are there any special challenges, considerations, or unique opportunities we should be aware of regarding your organization? Please explain.

14) How many full- or part-time employees does your organization have? How many active volunteers?

15) Please attach a roster of your board of directors, complete with titles and affiliations, to this application. Please tell us about the roles that your board members have played within your organization in the past and at the current time.

16) Do you have any specific ties to North Shore communities via your volunteers, work, or through other efforts? If so, please explain.

17) Name, address, phone number and e-mail of a contact person **and** of the person primarily responsible for the project or program for which you are seeking funding. The person you designate must be a reliable contact who can be easily reached during typical business hours.

18) If chosen, would your organization be willing to provide a guest speaker for one evening meeting in the spring or fall? Yes _____ No _____

19) How would you recognize the North Shore Junior Woman's Club for its fundraising efforts? (Web site, brochure, other routes, etc.)

20) Has your organization adopted a statement that it does not discriminate on the basis of religious, ethnic, political, gender, or racial background? Yes _____ No _____

Please attach copies (electronic versions preferable) of:

- Organization's annual budget (and program budget if applying for program/project funding)
- IRS Determination letter (copy is fine)
- Roster of the board of directors with titles and affiliations
- Brochures or other handouts